October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 **CBS open for FY09 Business** **LABOR**: Reverse September final Month-end Estimate **SURCHARGES** **Normal DW refresh**	2 **Normal DW refresh**	3 **Re-open GL for EDA** **Normal DW refresh**
4	5 **LABOR:** PP19 **Normal DW refresh**	6 **LABOR:** PP19 **SURCHARGES** **Normal DW refresh**	7 **Normal DW refresh**	8 **Normal DW refresh**	9 **Normal DW refresh**	10 **Normal DW refresh**
11	12 **HOLIDAY** **Normal DW refresh**	13 **Normal DW refresh**	14 **Normal DW refresh**	15 **Normal DW refresh**	16 **GL:** Update AR Trial Table **Normal DW refresh**	17 **Normal DW refresh**
18	19 **LABOR:** PP20 (FY09) **SURCHARGES** **Normal DW refresh**	20 **LABOR:** PP20 (FY10) **SURCHARGES** **Normal DW refresh**	21 **LABOR** :October Month-end Estimate **SURCHARGES** **Normal DW refresh**	22 **Normal DW refresh**	23 **Normal DW refresh**	24 **Normal DW refresh**
25	26 **DISBURSEMENTS:** **Last run for Oct** **Normal DW refresh**	27 **LABOR:** OCT NOAA CORPS **Normal DW refresh**	28 **SLTs** SLTs to be approved for October are due to FMB by 4:00 pm ET. **Normal DW refresh**	29 **SLTs:** 12:00noon ET Final Approval **CA SURCHARGES** processed **prior to the "Tier ONE"** closing **Normal DW refresh**	30 **CFS G/L MONTH-END PRELIM CLOSING** **7:00 AM ET** WIP Close Tier 1 **12:00 PM ET** Close Tier 2 **Normal DW refresh**	31 **DW reports and/ or CFS Production reports complete month – end data** **Normal DW refresh**

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the October 2009 General Ledger

> PR   – Purchase Requisitions (Commitments)
> PO   – Purchase Orders (Obligations, etc.)
> AP   – Accounts Payable (Invoices and Receiving Tickets, etc.)
> 8:00 AM ET: "Tier ONE" may begin working on November 2009 transactions.

TIER "TWO" Closing

Tier TWO modules will be placed in "PRELIMINARY" close for the October 2009 General Ledger

> BE   – Budget Execution (Resources, Apportionments, Allotments, BOPs)
>   **NOTE:** Month end G/L closing process does NOT prohibit end users from entering BOPs.
> AR   – Accounts Receivable
> GJ   – General Journal (GJs and Labor, etc.)
> GL   – General Ledger

"Tier TWO," should _NOT_ enter ANY transactions while October 2009 is still open. ONLY *after* October 2009 is closed may "Tier TWO" modules mentioned above begin working on November 2009 transactions.